



CHECKLIST FOR:

LAKE COUNTY ZONING CONFORMANCE PERMIT APPLICATION

This checklist is to assure your application is complete so it can be processed promptly. Please use the check boxes next to each item. You will be notified within 5 working days if any key elements are missing. Be reminded that additional information may be required as the application goes through the review process.

You are welcome to schedule an **Informal Project Preview** with the Planning Department staff prior to submitting an application. This is a free service to ensure projects go as smoothly as possible from the beginning. We are more than happy to discuss your project and provide feedback!

Submit the checklist, application and fee to:

Lake County Planning Department
106 4th Avenue East
Polson MT 59860

Phone 406.883.7235
FAX 406.883.7205
Email planning@lakemt.gov

Please check that you have completed the following:

- ☐ Check to Lake County Planning Department
- ☐ Applicant Contact Information
- ☐ Local Agent/Contractor Contact Information
- ☐ Correspondences to be sent to 1) Applicant or 2) Local Agent/Contractor (check box on form)
- ☐ Supplemental Authorization from Landowner (if applicable)
- ☐ Project Location/Description
- ☐ Location Sketch
- ☐ Property / Proposal Description
- ☐ Detailed Site Plan
- ☐ Slopes Located on the Property (item #9 on form)
- ☐ Impervious Surface Calculations (aka "lot coverage") (item #10 on form)
- ☐ Stormwater Management Plan, if required. Please check with a Planner if unsure.
- ☐ Elevation Views from four sides to show building height relative to grade
- ☐ Environmental Health Review (Sanitation). Did you submit a septic permit with floor plans?
- ☐ Other Required Permits?
- ☐ Additional Requirements of the Zoning District?
- ☐ Property Staking – stake property boundaries and corners of structure
- ☐ Landowner/Agent Certification and Signature(s)

See the department webpage for regulations and other information:
www.lakecounty-mt.org/planning



Tip: Plan for at least four (4) weeks of review time before permit is issued. Hopefully, you will get your permit sooner, but four weeks is a good estimate of what to plan for.

ZONING CONFORMANCE PERMIT APPLICATION

Application number: _____

This application must be used for projects in the local zoning districts of Lake County only. Attach a check payable to the Lake County Planning Department for **\$150.00** (or \$50 for a Zoning Conformance Permit Application associated with a variance or conditional use request) and submit the application materials to the Lake County Planning Department, 106 Fourth Avenue East, Polson, MT, 59860.

Please check (✓) the box next to each item below to demonstrate completion of the item. If an item is not applicable to your proposal, include N/A next to the box to indicate it is not required.

- ☐ **1. Applicant Contact Information** (must be a landowner with interest in the property, who is authorized to propose and conduct the proposed activities):

Name of Applicant: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone # _____

Email: _____

- ☐ **2. Local Agent/Contractor Contact Information*** (if applicable):

Name of Agent/Contractor: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Phone # _____

Email: _____

** If more than one agent/contractor is being used, attach a sheet containing the additional information.*

- ☐ **3. Correspondence:**

The original Zoning Conformance Permit to be posted at the project site, and other correspondences should be sent to: 1) Applicant ☐ or 2) Local Agent/Contractor ☐ (check one)

Note: A copy of the approved permit and other primary correspondence will be sent to the other party.

- ☐ **4. Supplemental Authorization from Landowner (if applicable):**

If the person submitting and signing & certifying the application is not the current landowner of the property where the project will occur, an authorized landowner must attach a letter to this application that authorizes the agent/contractor to act on the landowner's behalf in matters related to this proposal including all understandings, certifications and representations made pursuant to this application.

- ☐ **5. Project Location/Description:**

Property Address: _____

Legal Description:

Subdivision, COS, or Deed Exhibit #, etc.: _____ Lot: _____ Block: _____

Section _____, Township _____ North, Range _____ West. Lot Size: _____ Acres / Square Feet (circle)

Tax ID Number: _____ Geocode: _____

Zoning District: _____ Sub-Unit: _____

☐ **6. Location Sketch:**

Attach a location sketch that is adequate to locate the property for a site visit. The sketch should identify such items as road signs, landmarks or other features to assist in locating the project site.

☐ **7. Current Property / Proposal Description:**

a. What is the proposed use of the property (Circle all that apply)?

-Residential/Commercial/Agricultural/Other _____

b. Are there any restrictive covenants, deed restrictions, private use or maintenance agreements, easements or similar encumbrances associated with the property? Yes ____ No ____ (If yes, attach a copy)

c. Provide a brief description of the proposed project below:

☐ **8. Detailed Site Plan:**

Attach a site plan (the preferred scale is 1 inch to 20 feet) to demonstrate that the proposed project complies with the applicable zoning regulations. Check the box for each item that has been included on the site plan.

- ☐ a. Scale
- ☐ b. North Arrow
- ☐ c. Lot boundaries with dimensions noted
- ☐ d. Location of any easements
- ☐ e. Location of the required setbacks as defined by the applicable zoning regulations
- ☐ f. Location of the high water line of adjacent water bodies (if applicable)
- ☐ g. Location of any other surface waters or wetlands
- ☐ h. Location and dimension of any portion of the lot with slopes of 25 percent or greater (also see 9 below)
- ☐ i. Location and dimension of all existing and proposed roads and driveways and a description of the surfacing (gravel, concrete, asphalt, etc.)
- ☐ j. Location and general description of all existing and proposed structures with dimensions included (Note: For the purpose of this requirement, the location and dimensions shall include all roof eaves/gutters, attached decking, patio areas, etc.)
- ☐ k. Location of existing or proposed utilities including water, sewer, electric and telephone services
- ☐ l. Show distance of all existing and proposed structures to property boundaries

☐ **9. Slopes Located on the Property:**

- ☐ a. Are there any slopes on the property? (circle one) Yes / No
- ☐ b. How steep are the steepest slopes on the property? _____%
- ☐ c. What is the range of slopes on which the currently proposed building or other construction activities (i.e., driveways, retaining walls, utility extensions, etc.) would occur?
_____ % to _____ %
- ☐ d. If any slopes are greater than 25%, show on the site plans of the property the locations of the steep slopes.
- ☐ e. Has a contour map been submitted for review? (circle one) Yes / No

☐ **10. Impervious Surface Calculations (aka “lot coverage”):**

Attach site plans and building plans to scale to verify the accuracy of the information submitted.

- ☐ a. What is the lot size? _____ Acres / Square Feet (circle one)
- ☐ b. What is the “buildable area” of the lot? _____ square feet
(Note: “buildable area” or “lot coverage” is typically defined in Lake County zoning regulations. Please refer to the applicable zoning regulations.)
- ☐ c. What is the calculated area of all existing impervious surfaces? _____ square feet
(Note: Include the dimensions all roof areas, patios, decking, and any other hard surfaced areas including roadways and driveways. Impervious surface area is typically defined in Lake County zoning regulations. Please refer to the applicable zoning regulations.)
- ☐ d. What is the calculated area of all proposed/new impervious surfaces? _____ square feet
(Note: Include all roof areas, patios, decking, and any other impervious areas including paved roadways and driveways.)
- ☐ e. What is the total calculated area of impervious surface coverage including all existing and proposed surfaces (“c” above plus “d” above)? _____ square feet
- ☐ f. What would be the total percentage of impervious surface coverage for the property relative to the buildable area (“e” above divided by “b” above, and convert to percentage)? _____ %

☐ **11. Stormwater Management:**

If required, attach a detailed stormwater management plan that addresses the items below in addition to specific items that may be required within the applicable zoning regulations. For questions regarding stormwater management, contact a Lake County planner or sanitarian

- Items to consider when developing a stormwater management plan:
 - a. For each new structure or impervious surface area proposed, it is the landowner’s responsibility to manage all storm run-off without causing damage or harm to the natural environment, water quality, or adjacent properties.
 - b. All stormwater management plans submitted to the Planning Department to meet zoning requirements will be reviewed for substantial compliance with existing approved or adopted standards of the Montana Department of Environmental Quality (MDEQ).
 - c. The stormwater management plan shall address the total impervious surface coverage (the area of the lot covered by the roof, overhangs/eaves, attached decking, paved and graveled driveways/parking areas and walkways).
 - d. When determining what method to use to manage stormwater created by development within your property, such factors as slope, soil type, vegetative cover, the percentage of impervious surface area, the intensity of the proposed development project, the proximity of the project to surface waters (including but not limited to lakes, streams, creeks, irrigation canals/ditches, or wetland areas, etc.), and the proximity of the proposed development to the property boundaries, should be considered.
 - e. Many properties have Montana Department of Environmental Quality (MDEQ) and/or Lake County Environmental Health Department approvals, which outline specific requirements of the stormwater management plan. Stormwater management plans previously approved by these agencies may be adequate to meet this requirement. Please submit copies of any such plan if you wish to use previously approved plans to address stormwater from your proposed development in order to fulfill this requirement of the Zoning Conformance Permit Application.

☐ **12. Elevation Views:**

Attach elevation views of each of the four major sides of the proposed structure(s) that show the dimensions of the structure relative to the grades of the existing and proposed (finished) ground elevations to allow the Planning Department staff to calculate the average building height of the structure(s), as applicable. For the definition of average building height, refer to the applicable zoning regulations.

☐ **13. Lake County Environmental Health Review (Sanitation):**

Note: All projects are required to demonstrate compliance with all applicable Lake County Environmental Health requirements prior to issuance of a Zoning Conformance Permit. If a separate Environmental Health Department application is not submitted for review at this time, floor plans may be required for all structures providing living space to allow the Environmental Health Department to assess the capacity of the wastewater treatment system serving the property. If floor plans are not provided with this or another application, a sanitarian may contact you to obtain the necessary information.

Have you obtained an on-site wastewater treatment system installation or use permit from the Lake County Environmental Health Department for the proposal? Yes _____ No _____

If yes, what is the permit # _____

If not, please explain: _____

Office Use only:

Sanitarian review/comments: _____

☐ **14. Other Required Permits:**

Are there any other permits required to complete the project? Yes _____ No _____

If yes, include the name of each permitting agency and the type of permit(s) required below and include a copy of the permits or applications in the Zoning Conformance Permit Application packet.

☐ **15. Additional Requirements of the Zoning District:**

Attach any other information necessary to demonstrate compliance with the applicable zoning regulations (*Note: May include such items as a plan for the maintenance of the required vegetative buffer, an outdoor lighting plan, etc.*).

☐ **16. Property Staking:**

The applicant (or agent/contractor) shall stake the exterior boundaries of the property and any proposed structure prior to submitting this application to the Lake County Planning Department for review.

☐ **17. Landowner/Agent Certification:**

By signing this application, I certify that the information being provided is true and correct to the best of my knowledge and that I am the owner of the property or I am the owner's authorized agent. I understand that the permit issued pursuant to the zoning regulations strictly limits activities to authorized plans on file with Lake County and to all conditions of approval attached to the permit. Any changes to the proposed construction, including additional construction, would require addition review and approval by Lake County. I further understand that the applicable activity proposed by this application shall not commence on the proposed project

until a Zoning Conformance Permit has been issued by the Lake County Planning Department, and the permit has been posted at the project work site. If construction commences prior to issuance of the permit, the applicant and the designated agents may be liable for fines, corrective actions, and/or after-the-fact permitting fees. Furthermore, I, the undersigned applicant or agent, am familiar with the current zoning regulations that apply to the subject property. By completing and signing this application form, I certify that all work required to complete the proposed development will be done in compliance with the requirements of the zoning regulations, as well as all applicable regulations of Lake County and the State of Montana. Furthermore, I hereby grant permission to the members of the Lake County Planning Department staff or their designated agents to enter onto the subject property for the purposes of evaluating this application and any construction or modification of the site that will occur as a result of this application.

**OWNER or AUTHORIZED AGENT/CONTRACTOR
SIGNATURE**

DATE

Incomplete or erroneous applications will be returned to the applicant.

When planning the timeline for your project, be aware that a Zoning Conformance Permit will typically be issued within four (4) weeks of a complete application being received by the Planning Department if the proposed use and site plans comply with the standards of the applicable zoning district and regulations. Following submittal of this application and attached materials, any additional information the Planning Department/Zoning Administrator requests to review this proposal, must be submitted within 6 months from the date of the original date of receipt of the Zoning Conformance Application or the applicant will be required to re-apply for a Zoning Conformance Permit.

All permits issued as a result of this application will be valid for a maximum construction period of one year. If it is determined at the end of the approval period that the landowner is diligently working towards project completion and submits a written extension request along with the applicable fees, one extension may be issued by the Planning Department.

Contact:

Lake County Planning Department
106 Fourth Avenue East
Polson, MT 59860

Phone: 406-883-7235

Fax: 406-883-7205

Email: planning@lakemt.gov

www.lakecounty-mt.org/planning